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CHANGES MADE IN PROCEDURE BOOK SINCE EFFECTIVE DATE - OCT. 10, 1958
(To be attached to inside of front cover of the Procedure Book)

Date of Change	Section Changed	Page No.	Subject matter	Date of Change	Section Changed	Page No.	Subject matter
2/59	Patient	25	Special Inc. Reports				
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This Nursing Service Ward Procedure Book
was revised and brought up to date by

HALLECK O'BRIEN, R.N.
Superintendent of Nursing Services

and other members of the Nursing Services Administrative Staff.

Read and approved by

WILLIAM C. KEATING, JR.
Associate Superintendent

Effective October 10, 1958
and is to supersede any former regulations, directives, or procedures pertinent to ward operation and nursing care.

This Procedure Book
is to be used as an operating manual in conjunction with manuals of other departments of this hospital.

This volume is a reference and guide for ward operations. As it is used by ward personnel it may become apparent to the user that certain areas are

1) unclear
2) not covered, or
3) contrary to known policy.

Any procedure needing clarification or correction should be brought to the attention of the Area Supervisor, who can refer it to the Superintendent of Nursing Services for action.

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NURSING SERVICES

WARD ROUTINE & PROCEDURE

SONOMA STATE HOSPITAL